

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans

Classification: **Staff Information Systems Analyst (Spec) Salary: \$5065 - \$6466**
 Permanent, Full Time TWO POSITIONS

Location: Department of Veterans Affairs
 Information Services Division
 1227 "O" Street
 Sacramento, CA 95814

WHO SHOULD APPLY:

Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. [SROA/SURPLUS PROVISIONS APPLY.](#)

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. [To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board's website at http://www.spb.ca.gov.](#)

[HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS STATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.](#)

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities:

Under administrative direction of the Data Processing Manager III, this position is the project management office (PMO) project management specialist that will provide project management support for the department's small to medium complex information technology projects. The position will be the specialist performing complex analysis tasks in a team environment. The position will be developing project management methods and templates for the newly established PMO, provide project management technical expertise for complex information technology projects, which encompasses all system life cycle activities, including conducting feasibility studies, analysis, design, development, implementation, testing, and maintenance phases. This position will also be engaged in expert level procurement and contracting activities, from the market survey through contract management.

Other Information technology projects (and procurement & contracts related to these projects) this position will participate, in all or various phases, are:

- 1) Yountville Digital Imaging Project – Digital imaging of all medical records.
- 2) Yountville Digital Dental Project – Upgrade from film to digital dental x-rays.
- 3) Headquarters Building Security Access System Project - Upgrade/replacement of card key system.
- 4) Wireless Technology Project – Implementation of wireless technology at the Veterans Homes.

The functional areas of responsibility are to: 1) provide information technology project management expertise for small to medium; 2) establish policies, procedures, and standards for a new PMO; 3) develop project management methods, tools, policies and procedures; 4) provide guidance and training to department project managers; and 5) conduct procurement and contracting activities.

Provide project management expertise and technical guidance to CDVA staff to ensure projects are completed timely and within scope and cost. Assist in establishing policies, procedures, and standards for the new Project Management Office, including creating standard templates for planning and tracking of projects. Assist in guiding department managers on how to manage their projects by using standardized templates.

objectives, organizing resources, tracking and monitoring activities, coordinating communications, resolving issues, coordinating and facilitating meetings and working sessions, and other project management related activities. Conduct project presentations and provide status reports to CDVA Leadership Team. Coordinate project teams and assist them with project initiation, planning, development, implementation, testing, and closure. Provide technical expertise for the project activities, including but not limited to, participation in the development and review of project reports, schedules, costs, contracts, and change management activities. Conduct independent project oversight and independent verification and validation for small to medium IT projects. Monitor and mitigate project risks and maintain an issue management database.

Participate in complex procurement and contracting activities, including writing feasibility study reports, budget change proposals, special project reports, request for proposals, statements of work, contracts, and other procurement and contracting related materials. Participate in vendor interviews and vendor evaluations. Track contractor time, deliverables, and expenditures. Prepare contractor performance evaluations and verify contractor deliverables against the Statement of Work.

Assist in the development and maintenance of project management methods, tools, policies and procedures and maintain a project management library for resource materials. Update resource materials when needed and maintain all resource libraries.

Provide information technology project management mentoring and training to department project managers.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Inquiries:
Voice: (916) 653-2535
TDD: (916) 653-1966

Attn: Margaret Williams Ref: M80#203 and 233 08/09

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 203 and 233 08/09. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO 576-020-1312-005 and 830-104-1312-003 RELEASED: 3.27.09